

## **Campbell River Community Action Team Project Coordinator: Contract Opportunity**

The Campbell River Overdose Community Action Team (CAT) Project Coordinator will support the Campbell River Overdose CAT to achieve their strategic priorities by providing coordination and administrative services.

### **About Community Action Teams:**

On December 1, 2017 the Ministry of Mental Health and Addictions launched an Overdose Emergency Response Centre (OERC). The goal of the OERC is to spearhead urgent action at the community level to prevent further opioid deaths and to support people using substances and people struggling with addiction to access supports, treatment and recovery services where appropriate. Community Action Teams (CATs) facilitate collaboration, discussion and decision-making related to the overdose response. The Campbell River CAT will coordinate and communicate local strategies in order to provide a robust response to the needs of those most at risk for overdose.

<b>Reports To:</b>	Community Action Team Co-Chairs
<b>Status:</b>	Start date as soon as possible. Contract to August 2019
<b>Hours:</b>	Approximately 15 hours/week
<b>Hours of Work:</b>	Flexible. Must have the ability to attend early morning and evening meetings and occasional overnight travel.
<b>Work Environment:</b>	Home based office (own computer, telecommunications)
<b>Remuneration:</b>	Commensurate with experience; maximum contract value =\$24,000

### **Responsibilities and Deliverables:**

<b>Responsibilities</b>	<b>Deliverables</b>
Attend and facilitate Campbell River Community Action Team Meetings	Prepare meeting materials, draft agendas
Develop a work plan for Community Action Team projects	Annual work plan
Identify additional funding for the implementation of opioid overdose related projects by writing/submitting the submission of grant proposals	Grant Proposals
Develop quarterly update reports	Narrative reports
Develop status reports for the work plan and individual projects	Status, interim and final reports
Along with the Lead Financial Agency, track and report on CAT budget	Budget report
Coordinates events and activities defined by the CAT work plan and contribution agreement	Interim reporting on plan implementation and progress

**Other responsibilities as directed by the CAT:**

- Maintain and facilitate new partnerships;
- Prepare and distribute public relations and marketing materials to various stakeholders and groups as needed;
- Support the attendance and participation of people with lived/living experience in Community Action Team activities;
- Ensure all projects are on track and achieving outcomes planned – where there are delays/risks – ensuring those are raised to the Community Action Team in a timely manner; and
- Maintain regular communication with CAT Co-Chairs

**Skills and Abilities:**

- Knowledge working with diverse populations and multiple stakeholders including people with lived and living experience with substance use;
- Demonstrated understanding and skills in cultural safety and humility and trauma informed perspectives;
- Experience in conducting research and environmental scans;
- Working knowledge of project management methodology and/or project planning. Experience managing projects and delivering projects on time and within budget;
- Working knowledge of program evaluation methodologies;
- Working experience in facilitating multi-stakeholder collaborative initiatives;
- Working experience writing and submitting grant proposals;
- Demonstrated ability to communicate effectively, both verbally and in writing; and
- Demonstrated ability to plan, organize, and prioritize work and multi-task in an environment subject to changing deadlines and interruptions.

**Qualifications:**

- Degree in Public Health, Applied/Social/Community Health Sciences, or related field, or equivalent of education and experience;
- Three (3) years of recent related experience in project management, community development and engagement, population health, community capacity building, program evaluation, facilitation of integrated approaches to community health and well-being, or an equivalent combination of education, training and experience; and
- Current valid BC Driver's License and access to a personal vehicle for work purposes.

**How to Apply:**

Please send the following documents:

- Cover letter outlining how you qualify, your proposed fee and availability (maximum of two pages)
- Three references (one of which must be a supervisor)
- Resume (maximum of two pages)

- Example of a written communications such as a project report or funding proposal

As this is an independent contract position, the incumbent must have a home office with access to computer, laptop, printer, and any other equipment and office supplies required to carry out the functions of the contract

- Must have and maintain any insurance, permits and licenses that may be required by law
- Meeting space may be available

To apply, please send the above documents to [tammy.dow@viha.ca](mailto:tammy.dow@viha.ca). **Deadline for applications is October 5, 2018 at 4:00 p.m.**

Thank you to all interested candidates. **Only those selected for an interview will be contacted.** No phone calls or emails please.